

## FACILITY RENTAL APPLICATION

**Applicant's Name:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Rental Date(s) Requested:** \_\_\_\_\_

**Rental Time Requested** (please include decorating & clean-up): \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Room(s) Requested** (please check all that apply):

**Shake and Bake**

- ☐ Roller Skating Rink \$220/per hr.
- ☐ Ball Room \$120/per hr.
- ☐ Foyer \$120/per hr.
- ☐ VIP Area 1 \$150/per hr.
- ☐ VIP Area 2 120 per hr.
- ☐ Game Room \$ 120/per hr.
- ☐ Bowling Lanes \$30/per hr.
- ☐ Facility buy-out \$2000/4 hr.

**Mt. Pleasant**

- ☐ Ice Surface /\$210 per hr.
- ☐ Multi-Purpose Room  
Rental /\$90 per hr.
- Conference Room /\$125  
per hr.

**Mimi Ice Arena**

Ice Surface \$210/per hr.

**Additional Items:**

- Vending Tables \$25/per hr.
- Party Sections \$50/per hr. (20  
people maximum)
- (SB) Pool table \$5/ per hr.
- (SB) Shuffleboard \$5/ per hr.
- Game Controllers \$5/ per hr.
- DJ Service \$20/ per hr.
- Dinner Tables \$8/ per hr.
- Group Rate \$4 per person  
(20 guest minimum)

Renter's Initial \_\_\_\_\_

**Rental for use of Recreation Center:**

Name of Group (if applicable): \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: Home \_\_\_\_\_ Business \_\_\_\_\_

The Department of Recreation and Parks, grants permission to \_\_\_\_\_  
(Renter's Name)for the use of \_\_\_\_\_.  
(Recreation Center/ Facility)The purpose for use is to conduct a \_\_\_\_\_ to involve \_\_\_\_\_ participants  
(Event/Affair) (Minimum #)  
(not to exceed maximum building capacity \_\_\_\_\_ as ordered by the Baltimore City Fire Department).  
(Minimum #)**Fee for Use of Facility:**

Base rate includes the chairs assigned to the Facility. Additional tables, chairs, sound equipment and catering services must be obtained by the renter.

Base Rate: \$ \_\_\_\_\_

Plus, additional service/ facilities: \$ \_\_\_\_\_

Deposit (20%): \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

\_\_\_\_\_  
(Facility Director)\_\_\_\_\_  
Date

Renter's Initial \_\_\_\_\_

**How did you hear about us?**

- ☐ Online Search (i.e. Google, Yahoo)
- ☐ Facility Rental Coupon
- ☐ City website
- ☐ Friend/Recommendation
- ☐ Social Media
- ☐ Attended meeting/event/program (at facility)
- ☐ Site Visit
- ☐ Print Ad

Please answer the following questions regarding your event:		Yes	No
Will event be open to the public?			
<b>Will admission be charged?</b> Note: There can be no cash transactions for admission at facilities during rental events.			
Will event generate revenue or be a fundraiser?			
If yes, please provide City License #			
<b>Will your event have alcohol?</b>  Note: No alcohol is permitted to be served at events where the Guest of Honor is under 21 yrs. old			
<b>Note:</b> Client must provide a licensed bartender to serve all alcohol beverages.			
<b>Will you be selling alcohol?</b>  Note: No alcohol is permitted to be sold at events where the Guest of Honor is under 21 yrs. old			
If yes, please provide One Day Liquor License #			
<b>Will you be serving food?</b> Note: Food must be prepared by a professional catering company.			
<b>Will you be selling food?</b>			
If yes, please provide Health Permit #			
<b>Will you be selling merchandise?</b>			

Renter's Initial \_\_\_\_\_

Will you have vendors?		
Will your event be an educational/sales/other seminar?		
Please answer the following questions regarding your event:	Yes	No
Will you have minors at your event?		
Will you need tables & chairs?		
Will you have entertainment at your event (i.e. DJ, Band, Entertainer)?		
If yes, What type of entertainment:		
Will you need other equipment?		
If yes, please list:		

## GENERAL INFORMATION

The above-named person(s) or group agrees to the use of this facility under the following regulations:

1. The renter hereby agrees to indemnify and hold harmless the Mayor and City Council of Baltimore ("City") and the Department of Recreation and Parks ("Department") from any or all claims and judgments for damages and from all cost and expenses to which the City and the Department may be subject or which they may suffer or incur by reason of any action by renter or its guest, agent, servants or employees during its use of the

\_\_\_\_\_ on \_\_\_\_\_.  
(Recreation Center/Facility) (Date)

2. Only space specified will be used.
3. The cost of any damage or nuisance requiring repairs or additional custodial care caused by such use shall be paid by the responsible group. This includes the theft or damage of equipment and utensils (including, but not limited to, trash cans, tables, chairs, and fountains). A post-event inspection should be conducted to evaluate the condition of the facility.
4. Use of tobacco product is prohibited except in specified smoking area. Ash receptacles must be furnished and it is the responsibility of the renter.
5. Use of drugs or any illegal substance is prohibited at all times.

Renter's Initial \_\_\_\_\_

6. Use of alcoholic beverage is prohibited on the premises without a special permit issued by the Associate Director of Recreation and Parks a one-day liquor license from the Board of Liquor License Commissioners, 5 South Street, Suite 200, must be obtained if the cost of alcohol is included in the price of a ticket or if alcoholic beverages are sold at this affair. This license is to be clearly displayed during the event. A copy of the license must be in the possession of the Recreation Center Director/Facility Manager prior to the date of the event.
  - a. Activities at which the attendees are being served alcoholic beverages without charge or where the attendees are responsible for supplying their own will need to complete a form, Request to Serve Alcoholic Beverages, at the time of signing the permit.
  - b. The renter is responsible for adhering to the law prohibiting the serving of alcoholic beverages to minors. They are also responsible for keeping order during the use of the facility.
7. Renter hereby agrees that it will not, in its use of the facility, including any advertising of any event to be held at the facility, discriminate on the basis of race, religion, sex, ancestry or national origin. Any advertising of an event to be held at a Recreation Center/Facility must be submitted to the Center Director/Facility Manager at least 7 working days prior to publication for approval.
8. Activities involving raffling or other games of chance may only be conduct with the approval of the Associate Director Recreation and Parks and/or the Director of Recreation and Parks upon receipt of a permit from the Baltimore City Police Department. Such permission must be secured prior to conducting the event. A copy of the permit must be in the possession of the recreation center director prior to the date of the event.
9. Cancellations:
  - a. If the event is postponed, but an alternate date is given no penalty is charged.
  - b. If the event is canceled due to inclement weather or other extenuating circumstances prior to staff reporting and renter notifies the staff, no penalty will be involved. If the staff reports to work, they must be compensated for their time. Renters will be charged, accordingly.
  - c. Cancellation fee for events canceled less than 24 hours prior to the date is \$50.00.
  - d. The representative of the group/signer of the permit, or a designee, must be present during the hours specified for use by the renter.
10. This permit must be filed with the Department of Recreation and Parks a minimum of three (3) weeks, in advance of the activity. A minimum of a 20% deposit is required at the signing of the permit. The balance of the money is due 5 working days prior to the event.
11. The curfew in residential areas is 1:00 a.m. In non-residential areas, the curfew is 2:00 a.m.

**The renters agree to be governed by the rules of the contact. The Department of Recreation and Park may, with cause, at any time, deny permission for continued or recurring use of facility.**

Renter's Initial \_\_\_\_\_

## FACILITY RULES & CONDITIONS

1. The person in charge of the event is required to check in before the event and check out with staff before leaving and must be available to City staff for the duration of the event.
2. Rice, birdseed, confetti, hay, straw, sand and glitter are not permitted.
3. No red punch or red wine is allowed in any room with carpet.
4. Parking availability is not guaranteed and may be limited.
5. Storage is not available. All rented items can only be delivered and picked up the same day as the event. Any other arrangements must be approved by City staff prior to the rental date.
6. Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs.
7. City staff reserves the right to photograph events for promotional purposes.
8. Subleasing is not allowed

## SECURITY

The general rule for all facilities is one-armed security guard for every 50 guests, though a security company can advise you on your specific security plan for every event and venue.

## CATERERS/FOOD

Caterers must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight.

Caterer is required to dispose of all cooking oil properly and remove from the premises. If any cooking oil is splattered on the ground or dumped on site, the renter's deposit will be retained. Additional fines may be charged for any illegal dumping into storm drains.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Renter's Initial \_\_\_\_\_